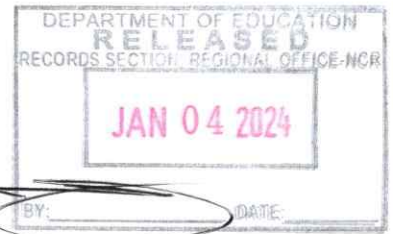




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



Advisory No. 003 s, 2024  
02 January 2024

**RESCHEDULING OF THE MANAGEMENT REVIEW MEETING**

To: Assistant Regional Director  
Chiefs, Functional Divisions  
Section/Unit Heads  
All others concerned

1. Due to time constraints and overlapping of activities in the last quarter of CY 2023, the **Management Review Meeting** is hereby rescheduled to **January 19, 2023 at 9:00 o'clock in the morning onwards** to be conducted at the Conference Hall.
2. All offices shall submit the required reports to be uploaded through this link: <https://bit.ly/MRMeetingReports> on or before January 15, 2024 for the preparation and consolidation by the QMS Secretariat. Responsible persons or teams shall present their reports during the Management Review Meeting.
3. All other provisions of Office Memorandum No. ORD-2023-213 shall remain, copy attached.
4. For information and compliance.

  
**JOCELYN DR. ANDAYA**  
Director IV

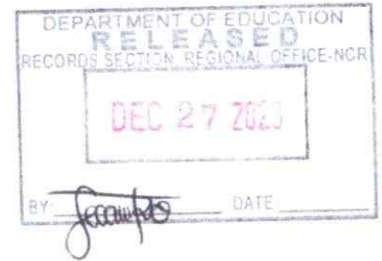


Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



20 December 2023

**OFFICE MEMORANDUM**  
 No. ORD-2023- 213

**NOTICE OF MANAGEMENT REVIEW MEETING**

To: Assistant Regional Director  
 Chiefs, Functional Divisions  
 Section/Unit Heads  
 All others concerned

- The **Management Review Meeting for the 4<sup>th</sup> Quarter will be conducted on December 28, 2023** via virtual platform through this link: <https://meet.google.com/tir-nsqv-ayg> in compliance with DepEd Memorandum No. 14, s. 2022. The Management Review Agenda and the persons responsible shall be the following:

<b>Agenda</b>	<b>Responsible (in charge of the report)</b>
<b>1. Status of actions from previous management committee meeting</b>	QMR
<b>2. Status of Planning Documents</b> <i>a. SWOT</i> <i>b. Risk Registry</i> <i>c. Opportunity Registry</i>	Risk Management Team (RMT) in coordination with FDs
<b>3. Customer satisfaction and feedback</b>	Public Affairs Unit
<b>4. Status of OPCR</b>	RD/ARD and FD Chiefs
<b>5. Status of Programs, Activities, and Projects (PAPs) 2<sup>nd</sup> to 4<sup>th</sup> Quarter</b>	QAD (report on OpDash)
<b>6. Status of Nonconformities and Request for Actions</b>	Lead, IQA Team



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: [depedncr.com.ph](http://depedncr.com.ph)

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<b>7. Monitoring and measurement results</b> a. Updates on the improvement on Operations Manuals b. MEA-PIR	General DC  QAD
<b>8. Internal Quality Audit results and COA Findings</b>	Lead, IQA Team COA AOM – Finance Division
<b>9. Performance of external providers</b>	Procurement Unit
<b>10. Adequacy of Resources</b> <i>(whether resources are adequate or list needed resources)</i> <ul style="list-style-type: none"><li>• Facilities</li><li>• ICT Equipment and internet</li><li>• Manpower</li></ul>	GSU ICT Unit  Personnel Section
<b>11. Risk Monitoring &amp; Review Results</b>	Lead, Risk Management Team
<b>12. Opportunities for Improvement/other matters</b>	QMR, FD Chiefs and Section/Unit Heads

2. All offices shall submit the required reports to be uploaded through this link: <https://bit.ly/MRMeetingReports> on or before December 27, 2023. Responsible persons or teams shall present their reports during the Management Review Meeting. All offices are advised to cooperate with the persons responsible.
3. For information and compliance.

  
**JOCELYN DR. ANDAYA**  
Director IV



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

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